**Bethlehem Farm Recommendation Form**

**(Two pages total)**

*Bethlehem Farm is a* ***Catholic*** *community in Appalachia that*

***transforms lives*** *through* ***serving the local community*** *and* ***teaching sustainability****.*

*We enable volunteers to join us in living the* ***Gospel*** *cornerstones of*

***prayer****,* ***community****,* ***simplicity*** *and* ***service****.*

### This section to be completed by Applicant

Name of Applicant:

\_\_\_\_\_ I waive my right to review this form.

\_\_\_\_\_ I reserve my right to review this form.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### This section to be completed by Recommender

Recommender Name:

Address:

Phone #

Relationship to applicant:

Length of time you have known the applicant:

***Recommendation Questions:*** *Please type all answers to the following questions on a separate sheet. Thank you!*

1. Describe the applicant’s basic strengths and special skills.

2. Describe how the applicant reacts to stressful situations or conflict.

3. Describe the applicant’s weaknesses and their awareness of these.

*Please evaluate the applicant in each of the categories listed below. Although you may not have had the opportunity to observe all of these behaviors in the applicant, you are asked to make a judgment from those traits of which you are aware. Thank you!*

**Rating scale: 1 – Poor 2 – Fair 3 – Good 4 – Very Good 5 – Excellent**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Question: | 1 | 2 | 3 | 4 | 5 |
| 1 | How self-motivated and dependable is this applicant in meeting responsibilities & following through with tasks? |  |  |  |  |  |
| 2 | How well does the applicant listen to, respect, & understand others? |  |  |  |  |  |
| 3 | How well does this person follow instructions? |  |  |  |  |  |
| 4 | How flexible is this person? |  |  |  |  |  |
| 5 | What degree of leadership does this person demonstrate? |  |  |  |  |  |
| 6 | How open & accepting is this person towards persons of different interests or beliefs? |  |  |  |  |  |
| 7 | How open is the applicant to direction and/or criticism? |  |  |  |  |  |
| 8 | To what extent does this person demonstrate effective communication skills? |  |  |  |  |  |
| 9 | To what extent does the applicant show an appropriate level of maturity? |  |  |  |  |  |
| 10 | How genuine is the applicant’s desire to do service? |  |  |  |  |  |

**Additional comments:**

Overall, would you recommend this person?

\_\_\_\_\_\_ With some reservation

\_\_\_\_\_\_ With no reservations

\_\_\_\_\_\_ A really rare find, highly recommended

Signature of Recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return recommendation form directly to:***

Hiring Coordinator Email: hiring@bethlehemfarm.net

Or

**Bethlehem Farm,** PO Box 415, Talcott, WV 24981

Feel free to call 304-445-7143 with any questions.